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ISS

10 September 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 36
30 August - 10 September 1971

1. Chief, AIR briefed [] Deputy Director, OC, at Headquarters on 1 September in connection with his attendance at Harvard's Advanced Management Program which begins 12 September. Mr. [] mentioned that [] Director of Communications, may accept Dean Van Gorder's invitation to visit Harvard during the AMP and PMD sessions this fall since he has another employee, Van [] leaving for Harvard (PMD).

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2. [] Faculty Representative, Naval War College, told AIR that the change of command at NWC took place on 17 August. Vice Admiral Benedict Semmes has replaced Vice Admiral Richard Colbert, who is now Chief of Staff/SACLANT. Admiral Semmes asked [] to check informally to see when the Director might be available to accept a speaking invitation at NWC; [] that late September or early October are possibilities. Admiral Semmes is writing a letter to the Director inviting him to speak at Newport during the time frame above. [] is hoping he can accept for a Director of CIA has never spoken at the Naval War College; Air, Army, National, but not Naval War!

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3. We have two candidates in the Information Science in Support of Intelligence Functions course given by the Information Science Center at DIA. The course began 7 September. Agency participants are [] GS-12, Plans Officer from the Office of the DDS&T, and [] GS-12, OL.

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4. The Civil Service Commission is planning a one or two-day conference in the near future "to give Federal Employee Development Officers an opportunity to discuss and recommend action in areas of mutual interest and concern to their agencies and areas in which the Bureau of Training (Civil Service Commission) can provide assistance or improved service to agencies." Agencies have been invited to submit recommendations for subject areas to be considered and discussed during the conference, and we have nine items, including criteria for academic sponsorship; upward mobility training; individualized instruction; and production of motion picture and CCTV instruction.

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5. We provided [] Training Officer, [] information on training in contracting for one or two staff employees. He was interested in courses given by the military where a student would learn about a military organization contracting with a commercial firm.

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6. On the subject of contracting, we also had a request from OL for dates of Contract Law and Contract Administration courses given at Wright-Patterson Air Force Base; and from TSD for a description and dates of a "Research and Development Procurement Course" given at Lowry AFB.

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7. We filled a request from [] AF/TO, for information on correspondence study leading to a high school diploma for the son of an employee in [] [] provided information on three schools.

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8. We now have six nominees for the 13 September National Interdepartmental Seminar. The DDP/TRO phoned in three names on 1 September: [] Chief of Plans, NE; William [] FE; and [] TSD. These nominations are a result of a "command" call from the DDP's office. Other offices represented: NPIC []; OC (Charles []) and [] DDS/STO, informed.

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9. [] Assistant General Counsel, will attend the "Seminar on ADP and Law," given by the Civil Service Commission. Mr. [] who earlier considered full-time academic training at MIT in this same area, plans to take advantage of courses offered locally, such as this three-day seminar.

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10. The following firm dates have been set for group briefings

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to parents on educational counseling by []

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16 September 1930 Room 1 A 07, Hqs. for Commo
23 September 1000 For TSD

Two sessions are being planned for NPIC because of the number of interested parents.

11. During this reporting period administrative briefings were given to:

a. [] OL, who will attend the 47th Session of the Management Program for Executives at the University of Pittsburgh, 12 September - 5 November 1971. [] attend SIWA's three-day orientation course earlier this summer.

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b. [] NPIC, and [] OBGI, for attendance at DIA's National Senior Intelligence Course. The course runs 13 September - 17 December 1971.

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c. [] OER, and [] FMSAC, who will attend the Effects of Technological Development Seminar. This two-week program at CSC's Executive Center in Kings Point, New York, begins 12 September.

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d. [] who will be the second Agency employee to attend the CSC's newly-opened Executive Seminar Center at Oak Ridge, Tennessee. Mr. [] will participate in the Seminar on Management of Organizations which begins 12 September.

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e. [] ORD, for ten months of full-time academic training at the University of Maryland. Mr. [] will undertake graduate study in electrical engineering.

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f. [] OL, who will take undergraduate courses in Business Administration at Northern Virginia Community College. Mr. [] is eligible for educational benefits from the Veterans Administration; therefore, there will be no cost to the Agency other than salary.

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g. [] OL, for one semester of full-time academic training at George Mason College in Business Administration. Approximate cost of this undergraduate study is \$400.

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12. Messrs. [] visited the United States Naval Academy to learn how the Academy was utilizing student responding systems in their program. Professor Karel Montor developed a unit which he is using in his courses. Our discussion with him provided us with some useful ideas that we can incorporate into our system.

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13. [] attended the IBM Computer presentation in Washington, D.C. A special post presentation tour and discussion with the technicians concerning the various media used and the control circuitry required should prove beneficial in the planning of media and its effective usage.

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14. [] OC, [] spent a day with ITB. He brought two courses of instruction which he completed using the "systems approach." The day was spent in analyzing the objectives, how they were to be achieved, lesson plans, handouts and methods for instruction. This is part of their on going long range program of conversion to the "Systems approach" in the effective development of instruction.

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15. [] will be on TDY to []
18 - 26 September for an Africa Division training assignment.

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Chief
Instructional Support Staff

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